



## SAN JOSE PUBLIC ART

### Request For Qualifications (RFQ): Open Call To Submit Qualifications [Revised deadline and geographic eligibility]

### Project: End of Watch Police Memorial

#### SUBMITTAL DEADLINE:

**Tuesday November 1, 2016, 10:59 p.m. PT (11:59 p.m. MT)**

**This is an online application process only and the deadline cannot be extended.**

#### I. INTRODUCTION/OVERVIEW

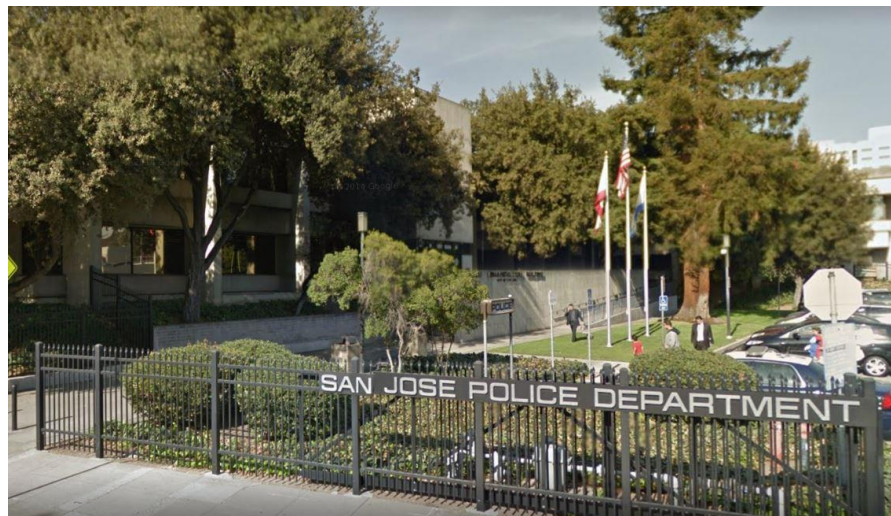
The City of San Jose Public Art Program (SJPA) is seeking an experienced artist to create a permanent memorial to honor fallen police officers in San Jose.

This opportunity is open only to individual artists/artist teams working or living in the state of California (see Section VIII - Artist Eligibility). All applicants must be at least 18 years of age and have all necessary documentation and permits to work in the United States at the time of submittal of qualifications. One artist or artist team will be selected for the project.

SJPA seeks to build community identity by initiating artworks that enhance the civic landscape and impact the way in which people experience public spaces. Public art strives to reflect the City's diversity, historic richness, and envision its present and future.

#### II. PROJECT AND SITE DESCRIPTION

The City of San Jose is creating the End of Watch Police Memorial to honor and memorialize San Jose Police Officers who have lost their lives in service to the public. The End of Watch memorial will be sited in an exterior public area of the City's existing Police Administration Building (PAB)



facility. It is expected that the landscaping adjacent to the memorial will be redesigned as part of the artist's memorial design concept.

The memorial should be:

- Accessible and welcoming to the public.
- An inviting destination where police officers and police personnel, family members, and the community are able to honor the sacrifice made by fallen officers.
- A focal point for ceremonies and events such as the SJPD's annual memorial ceremony while also providing opportunity for personal experience.
- A reminder to working police personnel of the ever-present risk associated with their service.
- A destination for the public to offer expressions of appreciation, sympathy and grief should other officer deaths occur in the future.

And should:

- Reflect values and principles of police service including the seven core values of the San Jose's Police Department: integrity, service, courage, innovation, respect, excellence, and diversity.
- Convey protection, peace, enforcement, and community.

The successful project will be made of durable materials suited to an outdoor urban location and to a memorial; materials may include but are not limited to bronze and other metals, stone, concrete, glass, and other media; elements of light and lighting may be part of the memorial design.

While, due to the nature of PAB facility, opportunities for placement of public art are somewhat limited, some optimal potential sites for the placement of public art have been identified. The artist's design shall include a site plan for the area around the actual memorial to address hardscape and landscape enhancements.

### **III. PROJECT BACKGROUND**

Since 1924, 13 San Jose Police Officers have lost their lives in the line of duty: two of these deaths occurred within the past two years; the most recent was this past June.

Over time San Jose's fallen Officers have been commemorated in a variety of ways in different locations around the city. Often initiated by fraternal or support associations or other community supporters, these tributes are diverse in form and include: commemorative naming of portions of highways, a park and other facilities after individual fallen officers; small bronze plaques installed by the Police Officers Association at the locations where officers have died; a large granite block at the Police Activity League facility engraved with the name of each fallen officer and their end of watch date; a photo gallery of the officers in a non-public area inside the PAB. However, in contrast to the San Jose Fire Department's public, permanent memorial to fallen firefighters at Fire Station #1, there currently is no comparable highly public location where San Jose's fallen police officers are honored as a group.

Discussion about the need to create such a memorial started in 2008 however the tragic death of an officer in March, 2015 catalyzed widespread interest to move forward on this and the Mayor and City Council moved to initiate this project.

#### **IV. SCOPE OF WORK**

The artist is responsible for the design, fabrication and installation of the memorial within the given project budget. The artist will be asked to develop a design proposal with a detailed budget; the approved budget will determine the total fabrication and installation budget for the project.

Where possible, there may be coordination with other City departments to gain efficiencies in the construction or installation process that may benefit the public art project and optimize design opportunities.

It is expected that the artist will attend all meetings necessary for the design and successful completion of the project. These may include but are not limited to meetings with key stakeholders including community members and police personnel and others, representatives of the Police Department, City public works staff and others involved in construction coordination. It may also include meetings of the City's Public Art Committee for approval of the concept and final design of the artwork.

#### **V. PUBLIC ART PROJECT BUDGET**

The available funding for this public art project is presently up to \$130,000, for design development, fabrication and installation. Also included is a mandatory 10% contingency.

The project funding is allocated as follows:

- **Design:** \$20,000 for completion of all steps of the design phase from concept development through construction documentation including engineering.
- **Fabrication & Installation:** Up to \$110,000. The actual amount of funding for fabrication and installation will be determined by the artist's design and supporting budget proposal that is approved by the City as part of the design phase of the process. The budget proposal will include the mandatory hold back of \$11,000 as contingency funds to cover unanticipated costs that are the result of critical, unforeseen circumstances which impact the artist's ability to deliver the project. (If unused, the contingency funds will be paid to the artist at the end of the project.)

The project funding must cover all expenses related to the research, investigation, design, fabrication and installation of the artwork including, but not limited to: design time and fees; design documents, renderings and/or other media as required to communicate artist's concept design to stakeholders and approving bodies; signed and certified structural, electrical and/or other construction/engineering drawings and specifications, required for fabrication; fabrication of the artwork; transportation and installation of materials, transportation and accommodations for artist(s); insurance and all other project related expenses.

The budget described above is based on presently guaranteed funding. This project presents a unique opportunity for the artist to consider a design concept that has the potential to be expanded with a larger budget. The project has a number of significant key supporters who intend to engage in fundraising once a design has been developed and approved; this has the potential expand the available funding for the project.

## VI. PROJECT SCHEDULE\* AT-A-GLANCE

SUBMITTAL DEADLINE	November 1, 2016
Artist Selection (including Finalist Interviews) & Contracting	November - December, 2016
Research & Concept Development	January – March 2017
Presentation of Concept Proposal	March – April 2017
Presentation of Schematic & Design Development Proposal	May – August 2017
Installation and project completion	May 2018

\* This is a typical schedule; dates may be subject to change.

## VII. CONTRACT & TERM OF AGREEMENT

The City of San Jose will contract with the artist(s) using its standard design-fabrication agreement. A boilerplate of this agreement can be viewed at San Jose Public Art Program Design-Fabrication Boilerplate Agreement: End of Watch. Final award of this commission shall be contingent upon the selected artist/team accepting Terms and Conditions of the agreement to the terms listed in the boilerplate. Artists are asked to review this contract prior to submitting for this project and refer any questions to SJPA staff or to your own legal counsel as necessary. The selected artist must comply with any local business licensing requirements including any local Business Tax requirements and will be required to obtain Automobile Insurance and General Liability Insurance coverages in conformance with requirements set by the City of San Jose's Risk Manager.

Assuming a contract start date during January, 2017, it is anticipated that the term of this agreement will extend through May, 2018. **The project must be completed not later than May 1, 2018.**

## VIII. ARTIST ELIGIBILITY

**This opportunity is open only to individual artists or artist-led teams working or living in the state of California.** All applicants must be at least 18 years of age, have all necessary documentation and permits to work in the United States at the time of submittal of qualifications. If submitting as a team, a professional artist must be the lead team member.

Artists currently under contract for an art project with the City of San Jose Public Art Program are not eligible to apply for this project unless their current project will be complete by December 2016 or the project is currently suspended with no proposed re-activation date. If you are unsure of your status, please contact Lynn Rogers (lynn.rogers@sanjoseca.gov) for verification.

## IX. SELECTION PROCESS AND EVALUATION CRITERIA

**All interested artists must complete their submittal for this project online through CaFE ([www.callforentry.org](http://www.callforentry.org)); there are no exceptions.**

The artist or artist team will be selected based on their submitted work samples from other completed projects and how those demonstrate design and execution of projects in varied environments.

## Selection Process

There will be a two-phase selection process:

### **Phase I – Qualification Submittal and Short List:**

Qualifications, work samples, and statements of interest shall be submitted through CaFÉ™ in accordance with the instructions below. Staff will preview all submissions for completeness prior to Selection Committee review and may reject incomplete applications or non-responsive submissions. *NOTE: Qualifications, work samples and statements of interest must be submitted through CaFÉ™ per instructions below. Specific proposals are not requested and will not be reviewed at this time.*

Up to five (5) artists will be selected by a Selection Committee. The Committee will include community stakeholders, representatives of the Police Department and its affiliate organizations, and visual arts professionals.

### **General Review Criteria**

Consideration of artists in the selection process will include but is not limited to the following:

- Aesthetic excellence of past projects.
- Experience, success and/or interest in community engagement in the process of creating public artwork.
- Experience in materials and methods appropriate to the scope of this project
- Demonstrated ability to manage projects on time and on budget. Demonstrated delivery of projects with similar budgets will be reviewed.
- The artist's specific interest in addressing the creation of a memorial to fallen police officers will be considered.

### **Phase II – Finalist Interviews:**

Finalist interviews with the artist selection panel will be conducted in San Jose, California. The interviews are tentatively scheduled during the latter part of October/early November. Interviews will focus on:

- Conceptual approach to developing a design for the police memorial;
- How the artist's suggested approach relates to past work.
- Prior experience of the artist/team.
- Other factors including but not limited to the general review criteria will be considered.

## X. HOW TO APPLY

### **APPLICATION DEADLINE**

Submissions (described below) must be received as a complete application in CaFÉ™ by no later than **10:59 p.m. PT on Tuesday, November 1, 2016.** (Note: this is 11:59 p.m. MT, the time zone in which CaFÉ™, the host for online submittal is located; CaFÉ™ will automatically stop accepting submittals at 11:59 p.m. MT.)

***Late and incomplete applications will not be accepted.***

Please make sure you have started your application with time to ask questions, particularly if you have not used CaFÉ™ previously.

### **Application Process**

All materials will be submitted online, via CaFÉ™ website ([www.callforentry.org](http://www.callforentry.org)). There is no application fee to apply or to use the CaFÉ™ system.

To view the application, go to [www.callforentry.org](http://www.callforentry.org), register a username and password, navigate to “Apply to Calls”, and search the list for “**City of San Jose End of Watch Police Memorial**”.

**Assistance in using the CaFÉ™ system is available during regular business hours (Mountain Time) via e-mail at [cafe@westaf.org](mailto:cafe@westaf.org).**

### **Required Application Materials**

The application submission must include the information and materials described below all of which are required to constitute a complete application. **Please review carefully as incomplete applications will not be eligible for consideration and will not be reviewed.**

**1. Artist Statement of Interest:** Submission must include an Artist Statement of Interest that specifically addresses your interest in this project. The Artist Statement of Interest will be an important aspect of the review process; it will assist the selection panel in understanding your perspective on approaching a project of this nature, and your perspective on the potential of this commission. **Please address the following in your statement (5000 character maximum):**

- i. What specifically interests you about the End of Watch Police Memorial project?
- ii. What is your experience in public art and collaborating with clients and communities?
- iii. Have you had experience with public art projects that involve public protection agencies or something comparable? Please describe.

**2. Resume + References:** Submission shall include a current resume that outlines your professional accomplishments as an artist (maximum of 5000 characters/equivalent of 2 pages; if a team, then 5000 characters maximum for the team.)

**3. Images of Past Work:** Submission must include visual representations of past artwork that demonstrate your qualifications for this project. In order to be considered for this project, the applicant must upload a total of 8 images that represent no more than 5 previously completed projects. Proposal images from prior projects may be submitted, but should be clearly marked as proposals and cannot be more than 3 of the requested 8 images.

Submissions must be completed electronically through the CaFÉ™ system. (Instructions on how to format images to CaFÉ™ specifications can be found on the CaFÉ™ website under Image Prep.)

**4. Descriptions of Past Work (Images):** Submission must include a list of the submitted project images with descriptions that clearly explain both the projects and images. Each image must include information about: a) title; b) date of completion; c) location; d) dimensions; e) significant materials; and f) budget if publicly available.

If you were the member of a team or otherwise worked with other artists on a project you are submitting for consideration, please clearly state your actual role in the creation of the work.

**5. Check your Application for Completeness: Incomplete applications will not be reviewed.**

Please confirm that your application includes all of the required materials listed below.

- \_\_\_\_\_ Artist statement of interest (5000 character maximum)  
\_\_\_\_\_ Resume (5000 character maximum)

- \_\_\_\_\_ Images of Past Work (up to 8)
- \_\_\_\_\_ Descriptions of Images of Past Work  
and that you have
- \_\_\_\_\_ Reviewed the San Jose Public Art boilerplate agreement as recommended?

**FOR QUESTIONS ABOUT THIS RFQ:**

Please contact Lynn Rogers via email at [lynn.rogers@sanjoseca.gov](mailto:lynn.rogers@sanjoseca.gov) if you have questions about the project opportunity.

**FOR QUESTIONS ABOUT CaFÉ™: Please contact CaFÉ™**